STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Accounting Officer (Spec)	Division of Accounting/OFAA/Highway Appr Mgmt Section	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Accounting Officer (Spec)	900-081-4567-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

This is a rank and file journey level position within the professional accounting series. Under the general direction of an Accounting Administrator I, the individual in this position is required to exercise a high degree of independence in carrying out complex fiscal duties within the Highways Appropriation Management Section. This includes the responsibility for certifying funding for major construction projects; verifying that project budget and encumbrances are accurately recorded in the accounting system (AMS). The duties of this position involve close collaboration with team members and customers to meet the information need of accounting customers and ensure that expenditure adjustment request are handled timely and accurately.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Certify availability of funds for Capital Outlay construction projects voted by the California Transportation Commission. This involves analysis of financial data in AMS from the Project Budget (BQ94), CAM and CT docs, project funding profile, and other documents to ensure that the projects are properly funded and recorded accurately against the budget in automated accounting systems. Also involves consultation with Office of Budgets, Office of Engineer, and District/HQ Project Control to validate financial data and partner to resolve funding issues, incompatible coding and errors.
40%	E	Responsible for the duties of the Division's Expenditure Adjustment Coordinator. This includes maintaining process and policy information relevant to expenditure adjustments. Also involves serving as liaison for Districts and Programs and providing timely responses to customers service questions/issues. The position requires close collaboration with other units within Accounting to ensure that the requests are handles timely and accurately.
10%	M	Performs complex special assignments and projects directly related to the daily operation of the section or the accomplishment of strategic objectives. Involves participation in Caltrans process improvement teams and completing the staff work required for integrated business solutions.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May serve in a lead capacity, providing technical guidance or training to other accounting staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires in-depth knowledge of the Department's accounting system, the budget cycle and capital project funding. Also requires broad knowledge of State fiscal reporting requirements, Caltrans program budgets, funding sources and cost structure. Must have knowledge of the Department's Accounting and Coding Manuals, the State Administrative Manual, Generally Accepted Accounting Principles, statutes and other legal requirements governing the Department.

Must be able to work well independently and to collaborate effectively with team members. This includes identifying problems, researching and analyzing data, drawing sound conclusions, and communicating effectively in writing and in person. Maintaining positive working relationship with team members, Department personnel/management, and external customers.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and errors in accounting transactions may impact the integrity of accounting data, management reports, trial balances, the Department's financial statements, federal statistic reports, and federal reimbursement. Errors in analysis and judgment could place the Department in violation of legislative or statutory constrains regarding the availability and expenditure of the Department's funds.

PUBLIC AND INTERNAL CONTACTS

This position involves extensive contact with the Department's Program staff, Budget staff and Accounting staff at the working and management level to resolve budgetary reporting questions and project funding issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome reports from one location to another. Employees must be able to concentrate and meet strict deadlines at times. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6.00 am and 6pm. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not very frequent. Vacation may be restricted during the month of June through August due to financial reporting deadlines.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE